

# SUCCESS STORY

## Atlantic Casting & Engineering Corp

New Jersey Manufacturing Extension Program

*"Atlantic Casting worked with NJMEP on a project to assist our Human Resources department in creating a more formal account of job titles and related tasks. These descriptions benefited new employees as well as existing employees, so they have a better understanding of what is expected of them. The descriptions have allowed us to cross train individuals more easily, as well. We have worked with NJMEP in the past and find them to be a valuable resource. NJMEP's mission is important for manufacturers in the state - we look forward to working with them going forward." Brian McGrady, President*

### New Job Descriptions Create the Foundation for Organizational Development

**ABOUT.** Atlantic Casting and Engineering (ACE), a privately held company, was established in 1937 by a group of engineers from Curtis-Wright Aeronautical Corp. Their plaster mold casting process supplied customers with non-ferrous castings of close tolerances, high integrity, intricate detail and smooth surfaces. As WWII unfolded ACE became a preferred supplier of castings used in aircraft. After the war, the company returned to manufacturing bearings for a more varied customer base. Since its founding, the company introduced a patented planar mold investment casting process to produce economical and small complex parts, added a new foundry to produce traditional ceramic shell investment castings and dedicated a new facility for CNC machining and light assembly. The award winning Clifton New Jersey Company employs 154 individuals and holds multiple certifications and is focuses on environmental sustainability.

**THE CHALLENGE.** ACE has been working with New Jersey Manufacturing Extension Program, Inc. (NJMEP) for several years on operational improvement programs. As part of ACE's organizational development plan, the company enlisted NJMEP to create job descriptions for the organization. These descriptions would be valuable to the Human Resources Department as they are a good organizational tool, are beneficial when recruiting, and can be used as a reference for measuring job performance during evaluations.



## RESULTS



Hired **10** new people



Increased sales of **\$1.2M**



**\$1M** in cost savings



**\$500,000** investment in workforce and new processes

## NEXT STEPS



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**MEP'S ROLE.** NJMEP created job descriptions based upon an outline of the tasks and responsibilities for each job function in the company. They met with principals to discuss organizational structure, reporting lines, job titles, physical requirements, work environment, and interviewed managers/supervisors or employees to determine job duties. At the conclusion of the process, NJMEP provided principals with hard copies and electronic copies of job descriptions. Now management can improve work flow processes as a result of the new descriptions. Recruitment of new employees has been made easier as they are being used to develop advertising targeted to the right employment pool and used during the interview process to discuss an applicant's interest in and suitability for the position. Orientation of new employees has been simplified as the descriptions serve to introduce the new hires to their department and job duties. Employee performance evaluations utilize the descriptions to measure the employee's accomplishments. When applying for a Quality Certification, ACE is able to meet the required Human Resources practices and policies (i.e., job descriptions, performance reviews, training program, etc.) in place.